

**BUDGET WORK SESSION
OF THE BRIGHAM CITY COUNCIL
MAY 4, 2006
5:30 P.M.**

PRESENT:	Lou Ann Christensen	Mayor
	Jon Adams	Mayor Pro Tem
	Holly Bell	Councilmember
	Alden Farr	Councilmember
	Reese Jensen	Councilmember
	Steve Hill	Councilmember
ALSO PRESENT:	Sharon Brailsford	Executive Assistant
	Mary Kate Christensen	City Recorder
	Bruce Leonard	City Administrator
	Dennis Sheffield	Director of Finance

Merit vs. Market Based Compensation

The Council reviewed the decision made at the last meeting regarding the 3.4% increase, whether it is market or merit. After further explanation, it was reiterated that the 3.4% will be a merit increase, but will follow the market. An employee who is at midpoint will be able to receive an increase onto their hourly wage. This increase will be based on their performance evaluation. However, an employee can top out of their pay scale bracket. Due to concerns from employees, supervisors and directors regarding the subjectivity of this system, the Council said supervisors need to be thoroughly trained and need to know that everyone will not receive a 3.4% increase. Councilmember Bell explained the problem in the Police Department where an officer could receive a high grade from one sergeant and then the next year report to another sergeant and receive a lower grade. He is performing the same, but one sergeant grades differently than the other. Councilmember Jensen said this can be prevented by the person above the superintendent reviewing the evaluations.

Mr. Leonard said the performance evaluation system is set up on a calendar year and the merit increase has normally been on a fiscal year. In order to transition into the new merit increase, the Personnel Committee recommended giving a 1.4% market-based increase on July 1, 2006 to everyone, and 2.0% merit increase in January 2007.

Vehicle Replacement

Mr. Leonard said he talked to Chief Tittensor and he would like to replace the K-9 truck. He felt that if it is not replaced there would be major problems with it.

General Fund Balance

Mr. Sheffield said he adjusted the budget with the changes the Council has already made and the adjustments from the vehicle replacement list, and kept the transfer to the utility fund at 17%. This increased the fleet lease fund balance by \$620,000 from the Mayor's budget. This leaves a balance of almost \$1M in the fleet lease fund balance. This does not include the fire truck. This leaves \$30,000 for the sewer laterals and lowers the decrease in the waste collection fund balance by \$32,000.

Employee Positions

Mr. Leonard and Ms. Brailsford came to the table. Mr. Leonard explained that during the budget process, several positions were evaluated for reclassification. Several employees approached the HR Manager and asked if he would look into their classifications because they were doing different job assignments. They went through the questionnaire process and determined that there were some discrepancies in five of the positions. After further discussion, the Council agreed to reclassify the following positions: Public Works Secretary, Police Administrative/Records Secretary, Records Clerk, Economic Development Director, and Emergency Services Director.

Vacant Positions

The Council discussed three open positions – Waste Treatment Superintendent, Fleet Manager and Human Resource Manager. If the Waste Treatment Superintendent is filled at the first quartile, it will be a savings of \$6,017 savings from what the previous superintendent was making. The current salary for the Fleet Manager is \$49,088 per year. If it is funded at the first quartile it would be a savings of \$5,486.

The Human Resource position is currently funded at \$61,443. Mr. Leonard said they recommend it be filled at the first quartile, or \$46,955, which would be a \$14,488 savings. Ms. Brailsford said when she and Mr. Leonard reviewed the job description, they felt they could take the risk management responsibilities. They compared the cities that are in Brigham City's compensation group with the cities that are in the risk management group. They found that there is not one Human Resource Manager, Coordinator or Assistant that does risk management. Mr. Leonard said this is a very important position. It is a person that has to be qualified and trained and has to know how to handle personnel law. Ms. Brailsford added that hiring a qualified HR Manager or Coordinator could keep the City from becoming involved in litigation. One litigation issue could cost the City a lot more than the hiring of an HR position.

These positions were discussed after the Council meeting in an Executive Session.

The meeting adjourned at 6:55 p.m.